



Teacher Exchange Orientation 2005

EARLY ARRIVAL/LATE STAY HOUSING FORM

Teacher's Name: _____
Last First Middle

E-mail Address _____
(Room confirmations will be sent by e-mail)

Home Country: _____

EARLY ARRIVAL

Limited space is available at the Radisson Hotel in Alexandria, VA for teachers arriving before their scheduled arrival date (for international teachers, Monday August 1; for U.S. teachers, Tuesday, August 2). Because space is limited, please return this form by June 13, 2005.

All requests for early arrival housing must be received in advance, along with a payment made out to Radisson Hotel of \$150 (US Dollars) for up to two people and \$191 (US Dollars) for up to four people per room per night. Payment may be made in advance or is required upon arrival. Please make your reservations early to guarantee a room. Restaurant service is available on a cash basis prior to and after orientation. Breakfast and lunch will be available on Friday, August 5.

Early Arrival date: _____

How many people in your party require early arrival housing? _____

Amount of payment enclosed to reserve early arrival housing: \$ _____

If no payment is enclosed, payment is due upon arrival.

LATE STAY

As above, space is limited for people planning to stay beyond Friday, August 5 at noon. The above-cited rates, rules, conditions, and qualifications also apply to late stay housing reservation.

Departure date: _____

How many people in your party require late stay housing? _____

Amount of payment enclosed to reserve late stay housing: \$ _____

If no payment is enclosed, payment is due upon arrival.

Please note: Charges for early arrival, late stay housing and meals are not reimbursable. Also, transportation costs for those leaving after Friday, August 5 are not reimbursable.

Please return this form with payment as soon as possible, and no later than June 13, 2005 to:

Karmen Baretich
Fulbright Teacher Exchange Program
600 Maryland Ave., SW, Suite 320
Washington, DC 20024-2520
Phone: (202) 314-3502, Fax: (202) 479-6806
E-mail: karmen_baretich@grad.usda.gov